



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-2884

## INSPECTOR GENERAL INSTRUCTION 4500.42, January 30, 1991

SUBJECT: Inspector General Travel and Transportation Program

### References:

- a. DoD Instruction 4500.42, "DoD Passenger Transportation Reservation and Ticketing Services," January 5, 1987.
- b. Joint Travel Regulations, Volume I, "Members of the Uniformed Services," December 1989.
- c. Joint Travel Regulations, Volume II, "Department of Defense Civilian Personnel," November 1989.

### A. Purpose

1. This Instruction establishes the Office of the Inspector General, Department of Defense (OIG, DoD), travel and transportation program and assigns responsibilities governing the preparation and processing of requests and authorization for Temporary Duty (TDY) and Permanent Change of Station (PCS) travel and transportation.
2. This Instruction authorizes the publication of IGDM 4500.42, *IG Travel and Transportation Manual*.

**B. Applicability.** This Instruction applies to the Office of the Inspector General; Deputy Inspector General; Assistant Inspectors General, Director, Administration and Information Management; Director, Departmental Inquiries; Director, Intelligence Review; and Directors of IG Regional Offices, hereafter referred to collectively as OIG components.

### C. Policy

1. All OIG, DoD, travel and transportation will be accomplished using the procedures established in IGDM 4500.42, *IG Travel and Transportation Manual*.
2. All OIG, DoD, travel will be planned and conducted with the most efficient use of resources to ensure mission accomplishment.
3. Travel and transportation at Government expense will be authorized only when necessary to accomplish OIG, DoD, goals and objectives.

## **D. Responsibilities**

1. The **Inspector General, DoD**, is responsible for establishing an agency-wide travel and transportation program to ensure compliance with Federal regulations.

2. The **Director for Administration and Information Management (OA&IM)** has the responsibility to:

a. Direct the OIG Travel and Transportation Program.

b. Establish internal controls to ensure travel policies and procedures are in accordance with DoD policy.

3. The **Travel and Transportation Officer** has the responsibility to:

a. Implement established travel and transportation policies and procedures and to monitor compliance with their provisions.

b. Ensure that travel publications are accurate and comply with requirements and guidelines of the DoD.

c. Process and issue travel orders within the OIG, DoD.

d. Propose, assist in developing, and participate in training programs on the preparation of travel requests and related documents.

e. Provide technical advice and assistance in all aspects of travel and transportation.

4. **First and Second Level Supervisors** have the responsibility to:

a. Ensure that only requests for essential travel are approved.

b. Verify that TDY duration shown on travel requests are the number of days required to cover the trip.

c. Initial all erasures or corrections on travel requests affecting dates and entitlements.

d. Request necessary amendments to travel orders for entitlements when required.

e. Periodically, evaluate blanket travel orders and coordinate required corrections with the OIG Travel Office.

5. The **Fund-Approving Official** has the responsibility to certify funds and verify accounting classification for each travel order.

6. **Travelers** have the responsibility to:

a. Prepare travel requests and obtain required approval(s).

b. Request amendments to orders for necessary changes, corrections, or cancellation of orders when required.

c. Submit a DD Form 1351-2, "Travel Voucher," within 10 working days after completion of travel.

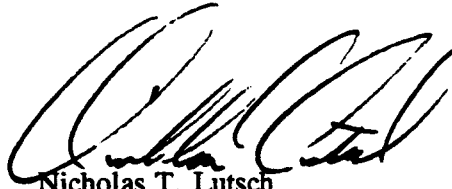
d. Forward final cost data to the Financial Management Directorate, OA&IM, within 5 working days after receipt of payment.

**E. Procedures.** The procedures for planning, preparing, and issuing travel orders are documented in the IGDM 4500.42, *IG Travel and Transportation Manual*.

**F. Supplementation.** This Instruction and the procedures in IGDM 4500.42 may be supplemented as necessary; however, supplements will not duplicate or change the meaning of these documents. Supplements should only be issued when additional guidance for unique component procedures is required. The OIG components shall provide a copy of any proposed supplement to the OIG Travel and Transportation Officer for his or her coordination.

**G. Effective Date and Implementation.** This Instruction is effective immediately.

**FOR THE INSPECTOR GENERAL:**

A handwritten signature in black ink, appearing to read 'Nicholas T. Lutsch', is positioned above the printed name.

Nicholas T. Lutsch  
Assistant Inspector General for  
Administration and Information Management

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